

# APPLICATION CHECKLIST

## CONVERSION OF AN ATTIC

This checklist is to aid the processing of warrant applications. If at all unsure, it is recommended that you engage the services of a building professional experienced in the issues to be considered when making alterations to your home.

If you complete this checklist, and submit all the information requested in accordance with the Domestic Technical Handbook your application will be vetted under the Council's fast track service. The handbook may be downloaded free on-line from the Scottish Government Building Standards Division website at :

<http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/techbooks/techhandbooks>.

You may also find the Procedures Handbook of interest, available at <http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/ProceduralLegislation/ProceduralHandbook> ).

Building warrant application form completed.	
<b>Plans:</b>	
Location Plan scale 1:1250	
Block/Site Plan scale 1:500 showing the position of the building relative to site boundaries.	
Plans and details showing existing floorplans ( <i>Scale 1:100</i> )	
Plans and details showing proposed floorplans ( <i>Scale 1:50</i> )	
Section drawings ( <i>Scale 1:50</i> )	
All proposed elevations ( <i>Scale 1:50</i> )	
Certificate of Design from an Approved Certifier of Design (Building Structures) with the associated structural details, for any structural alterations.	
<b>Notes/details should be provided on the drawing(s) to indicate:</b>	
Structural alterations or strengthening of trusses, rafters and attic floor joists.	
Adequacy of support from attic level down to foundations	
Structural alterations to create a new stair opening, and to support the stair.	
Strengthening and trimming associated with roof windows.	

Structural details of dormers.	
Fire safety – increasing the number of storeys to create a storey greater than 4.5m above ground level will require a higher standard of fire safety e.g. protection of the stairwell and rooms with self-closing fire doors.	
Fire protection of any elements of structure supporting a floor.	
Provision of mains powered smoke detection.	
Emergency escape window (to bungalow attic only)	
Fire resistance and sound insulation of walls between adjoining dwellings, including dormers close to boundaries	
Thermal insulation and anti-condensation measures, including roof ventilation, to habitable area and remaining non-habitable roof spaces.	
Adequacy of heating – details of any proposed boiler.	
Resistance to rain penetration – roof finish, flashing details and roof drainage.	
Daylighting and room ventilation provision (usually related to windows, but fan required to bath/shower rooms).	
Thermal performance of windows.	
Safe cleaning of windows (opening arrangements).	
Stair design and geometry.	
Room size to accommodate minimum facilities and associated activity spaces, taking account of headroom standards (Note also that the area of a room as defined in Technical Handbook excludes any part where the height is less than 1.5m).	
Minimum headroom to escape routes, and activity spaces.	
Electrical installation	
Any sanitary facilities including drainage installation.	

Location of any existing soil vent pipes, combustion appliance flues or chimneys and any alterations required to these.	
Barrier details to low windows or balconies.	